



## **JOB DESCRIPTION**

Title: **FORENSIC LABORATORY MANAGER**  
Department: Police  
Class Code: 3365  
FLSA Status: Non-Exempt  
Effective Date: December 1, 2007 (Revised 1/2008)  
Grade Number: 25

### **GENERAL PURPOSE**

Under general supervision of the Assistant Chief, supervises and manages the daily operations and staff of the crime lab, evidence section and the crime scene response team. The incumbent will perform advanced scientific casework and maintain their own expertise; respond to crime scenes, process evidence, develop latent fingerprints, conduct AFIS searches, make fingerprint comparisons and testify as an expert witness in court; perform ASCLD/LAB inspections for both internal and external audits.

### **EXAMPLE OF DUTIES**

- \*-- Responds to the scene of field investigations to perform the technical investigation; specifically locates, identifies, collects and stores physical evidence from a crime scene; works with Crime Scene Response Team in the processing of crime scenes.
- \*-- Perform and supervise laboratory examinations of evidence, including specialized processing involving physical, chemical, optical and digital methods; maintains accountability for the activities in the crime lab.
- \*-- Supervise Evidence Technician and Crime Scene Response Team to include: determining workload and delegating assignments, training, monitoring and may evaluate performance, and initiate corrective or disciplinary action.
- \*-- Develop/implement and coordinate procedures in response to department, state and federal, plans, policies and resources and work towards goals, vision, and expectation of the police department; interprets, clarifies, explains and applies department policy and procedures, business practices, federal or state laws and regulations, etc.
- \*-- Monitor and provide recommendations for the lab budget (expenditures, budget projections, etc.)

- \*-- Coordinate and/or act as liaison between outside agencies, work units, organizations, suppliers, etc.
- \*-- Administers/conducts test or examinations; evaluates test results, makes recommendations, communicates test findings and compiles reports; reviews and/or inspects work for quality, accuracy and completeness.
- \*-- Maintain accountability for the activities in the crime lab; work with Crime Scene Response Team in the processing of crime scenes; identify developmental needs of lab staff, coach, mentor or otherwise help others to improve their knowledge, skills and abilities.
- \*-- Photographs crime scenes, including aerial and forensic photography, using 35mm and digital photograph techniques; maintains all digital/film photography negatives and files.
- \*-- Prepares diagrams, graphic representations, scale drawings and official reports for examination and investigations in order to document scientific analyses and results.
- \*-- Discusses laboratory test results and evidence with officers and attorneys; provides court testimony as necessary related to assigned cases.
- \*-- Remains current on scientific advancements in the forensic field through technical publications, presentations, and training in order to apply appropriate methodologies.
- \*-- Prepares fingerprints found on various types of evidence for entry into the Automated Fingerprint Identification System (AFIS); takes inked/digital fingerprints of individuals and makes fingerprint comparison to verify identity and/or duplication of records.
- \*-- Assists in collection of and presents statistical data essential for running of the crime scene unit.
- Any other duties and assignments as assigned that are directly related to the evidence collection, processing, etc.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Bachelor's Degree in Biology, Chemistry, Criminalistics, Forensic Science, Physical Science or a Bachelor's Degree with science courses and a minimum of 5 years of progressively advancing crime laboratory experience with proficiency in at least two ASCLD/LAB (American Society of Crime Laboratory Directors/Laboratory Accreditation Board) scientific disciplines as follows:
  - 3 years minimum of latent print casework with demonstrable proficiency in chemical and physical processing as well as comparison techniques. IAI (International Forensic Laboratory Manager

Association for Identification) certification is highly desirable at time of hire or must be achieved within 2 years of date of hire.

- 2 years experience in a secondary scientific discipline such as Questioned Documents, Trace Evidence, Firearms/Toolmarks, Footwear/Tire, etc.

#### Special Requirements

- Applicant must demonstrate proficiency in the collection, preservation, documentation and analysis of physical evidence recovered from crime scenes, and pass annual proficiency tests.
- Preference given to applicants with applicable supervisory, technical leader and/or managerial skills. Experience in developing and implementing technical crime laboratory procedures, quality control practices and quality assurance systems based on ASCLD/LAB legacy and/or International standards.
- Must possess a valid Utah Driver's License.
- Because of the confidential, sensitive nature of information handled, successful completion of a background investigation is required.
- Must be willing to respond 24/7 to major work related call outs.
- Must be certified as a State of Utah marijuana leaf identification technician within one year of hire.

#### Necessary Knowledge, Skills and Abilities

- Knowledge of police terminology and practices; knowledge of municipal and Utah state law as it relates to Crime Scene/Evidence Processing.
- Ability to process both physical and forensic evidence.
- Ability to remain composed in stressful situations; ability to react quickly; ability to establish and maintain effective working relationships with other officers, agencies, attorneys, court personnel and the public; ability to communicate effectively both verbally and in writing.

#### **TOOLS & EQUIPMENT USED**

- Department issued vehicle, police radio, first aid equipment, desktop computer, photo copier, phone, fax machine.
- Various crime scene and lab processing instruments (fuming canisters, ALS, fingerprint powders and chemicals, cameras, etc).

Forensic Laboratory Manager

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in a laboratory setting with exposure to chemical elements, such as fingerprint powders and noxious vapors associated with latent print development, exposure to forensic light sources and lasers and biohazard materials. The employee is occasionally required to conduct work in a vehicle or an outdoor setting, in all weather conditions, including temperature extremes, during night shifts, and in precarious places. Exposure to human bodies that may require repositioning to acquire photographs and fingerprints.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.